

Job Description

Missouri State Highway Patrol

Class Title: Video Production Specialist II

Title Code: V00345

Effective Date: 04/12/01

Date Reviewed: 07/11/06 tnd

Date Revised: 07/05/05

Immediate Supervisor: Assistant Director, Training Division

Position Supervised: None

FLSA Classification: Partial-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible technical work in the application of production techniques in creating, directing, producing and operating multi-media aids. Work also includes set-up of production equipment and assisting other personnel in the operation of multi-media equipment. The employee is responsible for maintaining all records of the division's charge-back program utilized by other agencies requesting training and other media. General supervision is provided by a designated superior who reviews work primarily by determining achievement of program goals.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as producer, director, videographer, and lighting technician for instructional, promotional, and recruitment video; coordinates productions with members of the Highway Patrol and other agencies; researches content and scripts in planning meetings for state and national publication.

Interviews content experts and recruits actors for production; establishes production schedules by procuring props, vehicles and shooting locations.

Creates graphics, animations, and illustrations using image manipulation software to be included in video and CD, DVD projects and computer presentations; trains staff in the use of computers as graphics tools.

Gathers material and writes scripts; edits raw footage by applying techniques such as digital technology; operates a variety of equipment to design and execute computerized editing, animation, titling and closed captioning; transfers video, audio and photographic materials to computer compatible images for manipulation.

Gathers, transports, operates and maintains production equipment such as cameras, VCR, audio cables, adaptors, microphones, mixers, monitors, lighting, batteries, reflectors, etc.; troubleshoots defective equipment as necessary.

Using digital technology, produces and processes multi-media, e.g., DVD, CD, slides, video tapes, etc.; prepares video duplicates using several duplication formats; coordinates with outside agencies for large volume duplication projects and maintains log of the Patrol's charge-back program.

Video Production Specialist II

2

Designs and creates artwork, creates storyboards, and acquires music scores for video productions.

Stays current on developing technology through membership in professional organizations and subscriptions to professional trade publications.

Performs and oversees the maintenance and troubleshooting of video/audio equipment; researches, evaluates and recommends equipment purchases as necessary.

Attends training meetings and/or conferences as necessary.

Sets up audio/video equipment for classroom or outside scenarios for training purposes.

Gives technical advice to appropriate personnel concerning multi-media.

Instructs classes in the use, development, etc., of video production aids.

Studies department objectives, policies, and operating procedures to assist in the assessment of the multi-media program.

Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the video production equipment.

Thorough knowledge of the methods and techniques used in video productions including video acquisition equipment.

Thorough knowledge of lighting as it applies to video production and reproduction.

Thorough knowledge of programming, equipment, and set arrangements necessary for successful audio-video programming.

Thorough knowledge of digital and analog video cameras, digital and analog video editing equipment, teleprompters, digital scanners, CD, DVD creation, etc.

Ability to troubleshoot and provide maintenance to video/audio equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate a wide variety of multi-media equipment (e.g., cameras, camcorders, fluid head tripods, video recording decks, electronic graphics animation pen, multi-channel audio system, CD, DVD creation equipment, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate personal computer and LAN workstations.

Ability to establish and maintain effective working relations with others.

Video Production Specialist II

3

Ability to work independently.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to effectively write scripts.

Ability to transport and operate multi-media equipment to include cameras, VCR, audio cables, adaptors, microphones, mixers, monitors, lighting, batteries, reflectors, etc.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a degree in radio and television production, cinematography and video productions, mass communications, or related field.

Two years professional and technical experience in multi-media production, to include script writing, graphics, image manipulation software, audio, editing, and lighting techniques.